

**CITY OF SALEM, VIRGINIA
BOOK OF RATES AND FEES**

COMMUNICATION

COMMUNICATION FEES

FOIA FEES (FREEDOM OF INFORMATION ACT)

Assessing Department:

Communications

Collecting Department:

Treasurer

Description:

If the requested records will be made available either in whole or in part, the City Manager or a designee shall promptly consult with staff to determine the cost involved to assemble the records for inspection and copying. Where portions of individual records must be redacted prior to inspection and copying, the cost of doing this shall also be taken into account.

Rates or Fees	Amount
The following costs shall be charged at the rates indicated, not to exceed actual cost:	
Staff member search time, charged at an estimated rate of	\$5.00 per quarter hour
Computer search time, requests for materials which exist electronically, or transmission of electronic files are charges at the rate of	\$8.00 per quarter hour
Attorney's fees	If allowed by law
Large Format Printing charged at	Actual cost for large print plus staff time rate estimated at \$5.00 per quarter hour
Electronic recordings charged at	Actual cost for electronic recordings plus staff time rate estimated at \$5.00 per quarter hour
Computer printers, charged at the rate of	\$0.10 per page
Photocopies (including those necessary to perform redactions) charged at the rate of	\$0.10 per page
Incidental out-of-pocket costs necessary to assemble the records (for example: phone, postage or courier charges).	Will be Itemized
If the requester has asked for an advance determination of the cost, or if the cost exceed \$200.00, the requester shall be notified in advance. The City Manager may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination.	

Legal Authorization:

**Resolutions: 1306 (03-13-2017); 1298 (07-01-2016); 1253 (07-01-2014) new
Code of Virginia, Title 2.2, Subtitle II Part B, Chapter 37, Section 2.2-3704.1-.2**